

**LEGAL  
REQUIREMENTS**

45 CFR 303.3  
MCLA 400.231 - 400.235

Federal regulations require State Parent Locator Services (PLS) to use appropriate state agencies and departments as location resources. Those resources must include departments which "maintain records of public assistance, wages and employment, unemployment insurance, income taxation, driver's licenses, vehicle registration and criminal records". State law requires governmental departments, boards, commissions, bureaus and agencies to provide OCS with information which will assist in locating absent parents. Information obtained by OCS may only be used and disclosed for purposes of administering, enforcing and complying with state and federal laws governing child support.

**AGENCY POLICY**

This item describes records available from state location resources utilized by the State PLS to locate absent parents or their income and assets in IV-D cases. Facsimiles and explanations of reports obtained from state resources are provided in the Exhibits at the end of this item and in Item 440.

**Corrections  
Department**

The Department of Corrections (DOC) provides information on individuals currently incarcerated in, or paroled from, state correctional facilities. The State PLS utilizes DOC records as a resource upon request in special searches.

For current inmates, the DOC provides the name and address of the state correctional facility in which the individual is housed and the inmates DOC identification number. For parolees, the address of the parole officer and the parolee's DOC identification number are provided. The identification number of the inmate or parolee should be included in any correspondence directed to DOC.

**Department of  
Labor, Michigan  
Employment  
Security  
Commission**

The Michigan Employment Security Commission of the Labor Department (MDL) maintains wage reporting and unemployment compensation (UCB) records. Wage records contain employer addresses and quarterly wage amounts. UCB records contain residence addresses of claimants and benefit information.

The State PLS obtains wage and claim records through the Absent Parent/Labor Department (APL) File Match System. The APL system is utilized as a resource in standard searches and in SSN searches when the absent parent's SSN is obtained by the State PLS from another location source. Refer to Item 440 for descriptions of the APL System and wage and claim reports.

**Department of  
Labor, Workers'  
Compensation  
Bureau**

The MDL Workers' Compensation Bureau maintains records of claims for worker compensation resulting from work related illness or injury. Compensation payable to injured employees under the Workers' Disability Compensation Act includes weekly benefits, accrued weekly benefits, and payment of medical and travel expenses. Workers have rights to hearings to contest negative determinations on claims for compensation. When a negative determination is reversed, a worker may receive a lump sum benefit payment.

The State PLS receives reports of contested worker compensation claims. Those records are maintained on magnetic tape and matched against tapes of standard and special search requests based solely on social security number. When a match occurs, the results are reported on Report APW-050, Workers' Compensation Match. A facsimile and description of the report are provided in Exhibit 5. Since matches are not edited on names, the report should be reviewed for name discrepancies.

The APW-050 provides information on a potential source of income and/or assets that may be useful in establishing or enforcing support orders. When a Michigan order exists, the record should be forwarded to the Friend of the Court. The record should be provided to the prosecutor's office when a referral has been or will be made to that agency. Friends of the Court and Prosecutors may contact the Workers' Compensation Bureau directly to verify the status of the claim. In other cases, the support specialist may request additional information from the State PLS on the contested claim. Such requests would be appropriate in cases in which a standard search failed to produce a valid address and the absent parent's location is needed to permit referral for order establishment. Report APW-050 should be submitted to the State PLS when form FIA-308 is used to request a search of workers compensation records.

Records of uncontested claims are not automated. The Workers' Compensation Bureau does, however, conduct manual searches of records on an individual request basis. If a record of the claim is located, the Bureau verifies the status of the claim and provides dates and amounts of compensation payable to claimants. Those records are available in special searches. Requests for searches should only be made in cases in which there is reason to believe that the absent parent filed a workers' compensation claim.

**Public Health  
Department**

The Office of the State Registrar of the Public Health department maintains records of births, deaths and marriages in the state. Vital records are utilized as resources in SSN and special searches.

Birth records maintained by the State Registrar's office contain the social security numbers of the legal parents of children born since 1974. The State PLS utilizes the Registrar's office to obtain an absent parent's

SSN when the child's name, place of birth in Michigan, approximate date of birth and parents names are available.

Records of an absent parent's birth and/or marriage in Michigan contain the name of his/her father and mother's maiden name. That information is utilized by the Social Security Administration (SSA) to find SSNs. As necessary, the State PLS obtains verification of the absent parent's birth or marriage to permit use of SSA records to obtain SSNs.

In addition, records of birth, marriage and death are obtained upon request in special searches. The Registrar's office in Michigan (and agencies maintaining vital records in other states) will verify the date and place of an individual's birth, marriage and death.

Corrected or new absent parent information obtained by the State PLS from vital statistic records is reported on the FIA-308 or via CSES. If the death of the individual is confirmed, the State PLS terminates location activities.

**Secretary of State**

The Secretary of State issues and maintains records of Michigan driver licenses and personal identifications. Those records contain residence addresses, dates of birth, the license or ID number and dates of issuance and expiration. Personal ID records also include a physical description of the individual.

The State PLS has access to Secretary of State records via computer terminal. Searches are conducted based on name and date of birth. The driver license file is searched first to obtain an absent parent record. If no record is found in the license file, a search of the personal identification file is completed. Search results are reported on a printout. A facsimile and description of a license/identification record are provided in Exhibit 1 at the end of this item.

The Secretary of State also issues and maintains records of vehicle registrations which contain owner addresses. Vehicle registrations are renewed annually on or before the owner's birthdate. When a search of vehicle registration records is requested, the absent parent's license plate number should be provided to the State PLS.

**Family  
Independence  
Agency**

The Family Independence Agency maintains an automated Client Information System (CIS) containing records on assistance applicants and current and former recipients of assistance. Those records contain residence addresses, Social Security numbers, and dates of birth of FIA clientele.

Searches of CIS records are conducted by match against tapes of standard search requests and special search requests when the absent parent's SSN is available. When a match occurs, results are reported on the APC-080, Absent Parent CIS Match, as described in Exhibit 4.

CIS records are also searched by VDT file clearance. File clearances are completed in SSN searches and upon request in special searches when a record of the absent parent was not obtained using the tape match. VDT clearance results are reported on the FIA-308 as follows:

- **Inactive** - The absent parent is a past recipient of assistance. The FIA case number, the address on file for the inactive case, and the date the case became inactive are reported in Item 37.
- **No Record** - There is no record of the absent parent applying for or receiving assistance.
- **Active** - The absent parent currently receives assistance. His/her residence address, the FIA case number, assistance program code and two-digit code of the county in which the assistance case is active are reported in Item 37. County codes are listed in Appendix 2.
- **Reg. (Registration) Pending** - The absent parent has applied for assistance. His/her residence address, the FIA case number, assistance program code and two-digit code of the county in which the assistance application is registered are reported in Item 37. County codes are listed in Appendix 2.

The absent parent's date of birth and/or social security number from CIS records may also be listed in Item 37 of the FIA-308.

Assistance program codes are as follows:

- PA (C) - Aid to Families with Dependent Children
- PA (MA) - Medical Assistance
- FS - Food Stamps
- G - State Family Assistance, State Disability Assistance, or former General Assistance case
- CC - Crippled Children
- SH - Special Hospitalization
- SV - Services

#### **Treasury Department**

The Department of Treasury maintains records of State Income tax returns. Those records contain both taxpayer and employer addresses.

Treasury provides the State PLS with microfiche records containing location information from Michigan income tax returns. The State PLS has a library of microfiche records dating back to 1974. Those records are in alphabetic order by taxpayer's name and contain the address and

social security number as it appears on the tax return as well as the name of the spouse on joint returns. The State PLS utilizes microfiche records in SSN and special searches. Records are searched for the year(s) of an absent parent's residence in Michigan as identified on the search request. Information from the most recent tax return is reported on form FIA-3687, Absent Parent Income Tax Record. A facsimile of the FIA-3687 and description are provided in Exhibit 2 at the end of this Item.

The State PLS can also obtain copies of tax returns on file with the Treasury Department when necessary to confirm that the microfiche record located belongs to the absent parent. Such requests on made on form C-5713, Request for Michigan Tax Return Information (see Exhibit 3).